

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## FUND-RAISING ACTIVITIES

AS 23.0  
NPS 55-99

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD that pupils and teaching personnel may be permitted to participate in school related fund-raising activities.

**DEFINITION:** An out-of-school activity is one that involves the general public.

### **REGULATIONS:**

1. In accordance with the current Ontario Regulations, prior approval must be obtained for any canvassing or fund-raising conducted by pupils on school property.
2. Whenever a fund-raiser is conducted in the name of the school, whether initiated by the school, parent group or school advisory council, the principal is ultimately responsible for ensuring that this policy and the policy for Accounting for School Funds are followed.
3. The school principal shall submit to the Superintendent of Education an outline of any out-of-school fund-raising project for approval at least two weeks prior to its beginning.
4. The outline will specify:
  - the objectives and the modes of operation of the project;
  - the persons involved in the project;
  - the period of time required by the project;
  - the intended use of the funds in question;
  - measures taken for the safety of the pupils.
5. The principal shall submit to the Superintendent of Education by September 30 of each school year outlines of those regular, occasional or on-going fund-raising activities held in the school.

### **6. SAFETY**

Where school-initiated or Parent Association-initiated canvassing and fund-raising activities in the community outside the school are concerned, the safety of children should receive prime consideration.

Replaces former Section E1

<b>FUND-RAISING ACTIVITIES</b>	<b>AS 23.0 NPS 55-99</b>
<p>Children in the primary division should not be participants in any fund-raising beyond their own families. Other elementary school children, as well as secondary students under the age of 18, may participate in out-of-school activities only with their parents'/guardians' written informed consent. Consideration shall be given to safety precautions and to proper supervision of pupils while engaged in these activities.</p> <p><b>7. COMMUNICATION</b></p> <p>Parents, guardians and the public shall be aware of all canvassing and fund-raising activities and their purposes. It is important that the role and value of canvassing and fund-raising be clearly understood by students, parents, and the school community before such activities are undertaken.</p> <p><b>8. HANDLING OF FUNDS</b></p> <p>Detailed accounts shall be kept by the Principal in accordance with Board Policy "Accounting for School Funds".</p> <p><b>9. FREQUENCY</b></p> <p>Elementary school principals may request through the Superintendent of Education <u>one</u> out-of-school fund-raising activity per school year.</p> <p>Secondary school principals may request through the Superintendent of Education <u>two</u> out-of-school fund-raising activities per school year.</p> <p>Any supplementary fund-raising project to be organized during the same school year shall require the Director's approval.</p>	



**REQUEST FOR FUND-RAISING ACTIVITIES OR CANVASSING  
(Policy AS-23.0)**

**School:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**FORM A - OUT OF SCHOOL ACTIVITY OR CANVASSING** (one per year for elementary, two for secondary)

**1. Outline of Activity**

**a) Objectives or Purpose** – please outline, in detail, what the funds will be used for:

**b) Mode of Operation:**

**Door-to-door**

**Families**

**Other:** \_\_\_\_\_

**c) Dates of Fundraising Project:**

**d) Safety** - what measure have been taken to ensure safety and supervision of children:

**e) Communication** - how have parents and students been notified:



f) **Organized by:**

g) **Handling of Funds** (In accordance with Accounting for School Funds B & F10.0):

Recommended by:

\_\_\_\_\_

*Principal*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Superintendent of Education*

\_\_\_\_\_

*Date*

***(Please submit to appropriate Superintendent of Education by September 30<sup>th</sup>)***



**REQUEST FOR FUND RAISING ACTIVITIES OR CANVASSING  
(Policy AS-23.0)**

School: \_\_\_\_\_ School Year: \_\_\_\_\_

**FORM B – IN SCHOOL ACTIVITIES**

For in-school activities to be held during the year, please complete the chart below:

Type of Activity	Purpose (How will funds be used?)	Frequency			Sponsor			Estimated Revenue
		1 day	Weekly	Monthly	School	Student Leadership Team	CSAC	

Recommended by:

\_\_\_\_\_

*Principal*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Superintendent of Education*

\_\_\_\_\_

*Date*

***(Please submit to appropriate Superintendent of Education by September 30<sup>th</sup>)***